



**DEPARTMENT OF MOTOR VEHICLES
ANTICIPATED JOB OPENING
HEAD MOTOR VEHICLE EXAMINER – BRANCH OPERATIONS**

UPDATED WITH NEW CLOSING DATE

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: DMV Employees (See Eligibility Requirement below).
Location: Branch Operations (New Britain)
Job Posting No: P-8241
Hours: Tuesday - Saturday Full-time, Branch Schedule
Salary: \$51,441 - \$66,764
Closing Date: August 16, 2017

This is a competitive Job Class. This Job Opening also serves as the examination and will be used for this vacancy within the Department of Motor Vehicles (DMV). The established list of qualified candidates will remain in effect for up to one year from the closing date; however, candidates must apply separately for future vacancies as specific Job Openings are announced.

The determination of those candidates who possess the **GENERAL EXPERIENCE** and **SPECIAL EXPERIENCE** listed below to qualify for this Job Opening is the examination. When completing your application, please understand that you are applying for the examination as well as applying for the vacancy; please submit information with this in mind.

Examples of Duties: Assigns duties and reviews results for accuracy, effectiveness and conformance with policy; reviews and evaluates courtesy and attitude toward the public and other employees; studies and analyzes office tasks performed; oversees and coordinates the daily work involved in the issuance of official motor vehicle documents; prioritizes, schedules and assigns duties; maintains proper workflow; provides on the job training to unit staff; resolves individual work-related problems; maintains daily records; orders supplies; ensures the accuracy and efficiency of unit work; completes inventory and production reports; obtains from and provides information to a variety of personnel within other divisions, departments or the public; examines and processes applications and supporting documentation; issues official documents; operates automated and other office equipment; performs related duties as required.

Knowledge, Skill and Ability: Considerable knowledge of the functions and activities of the Department of Motor Vehicles; considerable knowledge of office systems and procedures; knowledge of record-keeping; skill in operating office equipment; interpersonal skills; oral and written communication skills; skill in examining documents to determine compliance with established requirements; ability to lead employees; ability to read, understand and apply motor vehicle laws, regulations, policies and procedures; ability to resolve difficult office situations.

Experience and Training:

General Experience: Five (5) years of clerical experience.

Special Experience: Two (2) years of the General Experience must have involved the issuance of official documents requiring the examination of applications and supporting documentation.

Substitutions Allowed:

1. College training may be substituted for the clerical experience on the basis of fifteen (15) semester hours equaling six (6) months of experience to a maximum of two (2) years.
2. Two (2) years as a Motor Vehicle Examiner or one (1) year as a Motor Vehicle Examiner Specialist may be substituted for the General and Special Experience required.

Application Instructions: Interested and Qualified candidates who meet the above requirements should submit a State of Connecticut Application for Employment ([CT-HR-12](#)) at the following to the address as indicated below:

Department of Administrative Services
Statewide Human Resources Management
Job Posting No. P-8241
450 Columbus Boulevard – Suite 1502
Hartford, CT 06103
Secure Fax: 860-622-2910 (Preferred Method)

If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications.

This examination is pass/fail. Notice of results will be mailed to you as soon as all applications have been reviewed.

Applications will be accepted by U.S. Mail, email or fax. Late or incomplete applications will not be considered.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

If you are requesting accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Debra Mainville at 860-713-5193 or Debra.Mainville@ct.gov.